

CHRIS User ID Request

New Account Modify Account Disable Account

Date Action Required:

User Information

Full Name (Last, First MI):

E-mail Address:

Organization:

Office Phone:

Fax Number:

DOE Employee

Contractor

Detailee from:

Sponsor (if Contractor/Detailee):

Are you a US Citizen?

Yes

No

If no, country of citizenship:

User Agreement/Authorization

I agree to use CHRIS for official Government business only. I understand any other use of CHRIS is prohibited by law (Section 641, Title 18 U.S.C.) and could result in suspension or dismissal. I will protect my password and allow no other person to use it. I understand sensitive CHRIS data downloaded to my PC, network, diskette, etc., must be password protected or must be physically secure enough that only authorized CHRIS users can gain access. I also agree to access and store PII data only according to the most current DOE security policy. I will immediately notify the applicable point(s) of contact of any change in my organization or employment status, so appropriate action can be taken regarding my CHRIS User ID. I will not attempt to use my CHRIS User ID to access CHRIS subsequent to the termination of my employment at the U.S. Department of Energy or as a U.S. Department of Energy-supporting contractor or detailee. I understand the limitations and restrictions imposed on the use of my CHRIS User ID by Classification, Sensitivity, and the Privacy Act of 1974.

Signature of User

Date

Access Requirements - POINT OF CONTACT USE ONLY

I hereby certify the user requesting CHRIS access is a U.S. Department of Energy employee or an authorized contractor employee working under a current U.S. Department of Energy contract requiring CHRIS access. In the case of contractor employees, I have ensured this contractor is aware of responsibilities associated with reviewing references and backgrounds of employees to a depth commensurate with the involvement and sensitivity of data to be handled and the risk/magnitude of loss or harm.

Employee ID (CHRIS EMPLID) _____ (NOTE: Use the DOE Sponsor's EMPLID, if employee is a contractor or detailee from another DOE subagency or federal agency).

Special access requirements:

Human Resources:

PAR Processing (check one)

Enter

View Only

Remove Current Access

Authorization Signature of HR POC/Date

Benefits (check one)

Enter

Remove Current Access

SF52 Personnel Action Tracking System (check one)

SF52 Personnel Office

SF52 Originating Office

Remove Current Access

Training (check one)

Level II: Site System Expert

Level III: Course/Session Coordinator

Level IV: Enrollment

Remove Current Access

Authorization Signature of Training POC/Date

CHRIS USE ONLY: User ID/Password:

CHRIS Updated: []

Security Log Updated: []

Notice Sent to

Email List Updated: []

Address Books Updated: []

Account sent to user: []

PROJ ADM: []

Instructions for Establishing or Changing User Accounts

NOTE: These instructions apply whether you are completing a Workflow Request Form or a CHRIS User ID Request form. You should provide the applicable information.

1. Users desiring to establish or change a user account must complete the request form(s) with the following information:
 - Type of Action Required (New Account, Modify Account, Disable Account)
 - Date Action Required
 - Full Name (Last, First MI)
 - User's Organization
 - User's E-mail Address
 - User's Office Telephone Number
 - User's Fax Number
 - Is the User a DOE employee, contractor or detailee from another agency? [NOTE: If contractor or detailee from another agency, provide the name of the DOE sponsor.]
 - Is the User a US Citizen? If not, provide country of citizenship.
2. The user must print and sign the completed request form and submit the request to their Human Resources (HR), Training (TR), or Workflow Point of Contact (POC).
3. The user's HR/TR/Workflow POC should review the form for accuracy, and complete the following information:
 - User's EMPLID
 - Sponsor's EMPLID
 - Organization Name(s) or Code(s) for which access is requested
 - CHRIS Modules for which access is needed (HR, Training Admin, Benefits, Manage Comp) **if applicable**
 - CHRIS Workflow Role(s) for HR and/or Training **(if applicable)**
4. The appropriate Point of Contact must sign and mail or fax the form to Greg Waggett. Fax (304) 285-4282.
5. If required, special authorization from the responsible CHRIS Team Leader or Project Manager will be obtained for certain functions, databases, and/or security levels.
6. The CHRIS Security Officer sends a notice (via e-mail or fax) advising the User and CHRIS Project staff once the USERID and password are assigned. The User is also added to the CHRIS e-mail user group list.
7. The CHRIS Security Officer will provide the new USERID and password via e-mail. Information on how to change the password will be provided at that time.